

**MINUTES  
BROWN COUNTY TRANSPORTATION COORDINATING COMMITTEE**

**Monday, December 3, 2018  
Green Bay Metro Transportation Center  
901 University Avenue  
Green Bay, Wisconsin  
Meeting Time: 10:15 a.m.**

**ROLL CALL**

Ian Agar (BC Human Services)	<u>Exc</u>	Sandy Popp (Options for Independent Living)	<u>x</u>
Mary Brick (Syble Hopp School)	<u>Exc</u>	Cole Runge (BC Planning Commission/Green Bay MPO)	<u>x</u>
Mary Derginer (ADRC of Brown County Board)	<u>x</u>	Brian Silk (MV Transportation)	<u> </u>
Essie Fels (Green Bay Metro)	<u>x</u>	Julie Tetzlaff (Cerebral Palsy Inc.)	<u>x</u>
Pat Finder-Stone (Citizen Member)	<u>x</u>	Tina Whetung (Curative Connections Trans. Program)	<u>x</u>
Christel Giesen (ADRC of Brown County)	<u>x</u>	Genny Willemon (BC Human Services)	<u> </u>
Matt Halada (Wisconsin DOT NE Region)	<u>x</u>	John Withbroe (Green Bay Transit Commission)	<u> </u>
Jessica Klemens (ASPIRO)	<u>Exc</u>	Vacant (BC Executive Department)	<u> </u>
Linda Mamrosh (Citizen Member)	<u>Exc</u>	Vacant (BC Board of Supervisors)	<u>*</u>
Denise Misovec (Curative Connections)	<u> </u>	Vacant (Oneida Nation)	<u> </u>

**Others Present:** Stephanie Birmingham (Options for Independent Living) Megan Borchardt (Brown County Board of Supervisors), Lisa Conard (Brown County Planning Commission), Jennifer Hallam-Nelson (BC Mobility Coordinator), and Karl Mueller (Brown County Planning Commission).

\*Please note that Megan Borchardt, Brown County Board of Supervisors, was in attendance but has yet to be confirmed to the TCC.

**ORDER OF BUSINESS**

- C. Runge opened the meeting at 10:15 a.m.
- C. Runge announced there was a lack of quorum.
- 1. Approval of the December 4, 2017 TCC meeting minutes.
- 2. Approval of the March 12, 2018 TCC meeting minutes.
- 3. Approval of the June 11, 2018 TCC meeting minutes.
- 4. Approval of the September 10, 2018 TCC meeting minutes.
- C. Runge stated that the minutes from these meetings cannot be approved due to a lack of a quorum.
- 5. Discussion and action regarding Brown County's Section 85.21 Specialized Transportation Assistance Application/Plan for FY 2019.
- C. Runge stated that the ADRC administered the Brown County's §85.21 program until the end of 2017.

Beginning in 2018, the ADRC of Brown County was no longer be able to administer this program. The state had informed the ADRC that the §85.21 Program must be administered by a county department. (The ADRC is not an official Brown County department.)

It was determined that the Planning and Land Services (PALS) Department would administer the program.

C. Runge noted he consulted with each of the recipient agencies prior to developing the draft Brown County Section 85.21 Specialized Transportation Assistance Application for FY 2019. He stated that three of the four projects that received Section 85.21 funding in 2018 are proposed to receive Section 85.21 funding in 2019. The only difference is that the Section 85.21 funds that were used for the Brown County Mobility Management Program in 2018 are proposed to be used to help fund a Specialized Transportation Travel Voucher Program in 2019. The travel voucher program will be administered by the Brown County Mobility Management Program.

Project Name	Brown County Health and Human Services Department Van Driver	Curative Connections Transportation Service	Salvation Army Transportation Service	Specialized Transportation Travel Voucher Program	Totals
§85.21 Annual Allocation	\$30,309	\$476,535	\$8,250	\$41,535	\$556,629
§85.21 Trust Fund	\$0	\$0	\$0	\$0	\$0
County funds	\$6,600	\$95,307	\$1,650	\$7,715	\$111,272
Total:					\$667,901

C. Runge stated that planning staff held the required public hearing and no comments were received.

C. Giesen thanked staff for bringing the voucher program to fruition. Members of the committee agreed this will help fill a transportation gap.

Because a quorum was not present, the committee could not formally recommend approval of the Draft 2019 Section 85.21 Specialized Transportation Assistance Application/Plan. However, the committee members present unanimously supported its approval by the Brown County Planning Commission Board of Directors.

C. Runge noted that the Brown County Planning Commission (BCPC) Board of Directors will consider the plan on December 5, 2019.

6. Discussion regarding the development of an ADA Transition Plan for the Green Bay Metropolitan Planning Area.

C. Runge introduced Karl Mueller.

K. Mueller noted that the Federal Highway Administration (FHWA) has asked the Brown County Planning Commission staff to complete an ADA Transition Plan for transportation facilities in the Green Bay Metropolitan Planning Area. The plan will focus on facilities such as curb cuts and rail crossings and determine if they have detectable warning systems such as truncated domes (bump pads).

Staff is in the process of inventorying facilities.

Staff also intends to work with the entities responsible for the facilities (Brown County, City of Green Bay, De Pere, Allouez, etc.) to identify facilities that may not comply with ADA and discuss how and when these facilities can become compliant. Staff is looking for the TCC to advise staff during the development of the plan. The draft plan outline that was sent to the TCC members before the meeting is attached at the end of these minutes.

M. Derginer asked if the inventory process requires in-person inspection.

K. Mueller stated he is currently using air photos but has had to go out in the field in certain situations.

M. Derginer asked about the scope of the project.

K. Mueller stated that it is not the intent to determine if buildings or bathrooms are ADA compliant but transportation facilities such as sidewalks, crosswalks, and bike lanes.

C. Runge stated that staff intends to begin the plan development process by checking with Metropolitan Area communities and other entities to see if they have ADA transition plans of their own.

C. Runge stated that if a transportation facility is found to not comply with ADA, the plan would bring it to the attention of the appropriate jurisdiction with the goal of making the improvements necessary to attain compliance.

S. Birmingham would like to see the recommendations go beyond the bare minimum of ADA. For example, automatic door openers are not required by ADA but are appreciated by many.

C. Runge stated that the MPO's plans and studies typically attempt to go beyond the bare minimum. However, the MPO's ADA transition plan is meant to assess transportation facility compliance and recommend methods of making sure that the Metropolitan Planning Area's transportation facilities are at least minimally compliant.

S. Popp suggested that the plan address transportation-related websites. For example, making sure that information provided to the public is closed-captioned.

E. Fels stated the Green Bay recently upgraded its website to comply with ADA.

M. Borchardt noted that Brown County is currently evaluating the accessibility of its website. She stated that hopefully the public will be able to watch county meetings via the website soon.

TCC committee members agreed that the plan and implementation will be beneficial.

7. Discussion regarding the status of the specialized transportation travel voucher pilot project for Brown County.

J. Hallam-Nelson provided an overview of the voucher pilot project:

- Vouchers enable residents to access private pay providers at half the cost, addressing the unmet transportation needs and gaps in service.
- The project supplements, not replaces, existing specialized transportation services like Curative Connections and Green Bay Metro paratransit.
- Qualified individuals will be able to purchase a voucher at 50% the face value.
- Agencies and businesses will be able to purchase vouchers at face value to distribute to eligible recipients at their discretion.
- People will be able to get rides with participating private pay providers and use vouchers to cover the costs of the rides. Current participating private operators include Yellow Cab and Arms of Angels. Arms of Angels utilizes vehicles that are accessible by people using wheelchairs and other mobility devices.
- Participating private pay providers accept the vouchers and send the vouchers to the Travel Voucher Program for reimbursement.

Discussion occurred regarding voucher denominations, voucher expiration, etc.

C. Runge stated that the program is designed to fill a transportation service gap that has been discussed by the TCC for many years.

L. Conard noted that the program is designed to offer lower-cost transportation when other services are not available. If MTM<sup>1</sup>, Curative Connections<sup>2</sup>, and/or Green Bay Metro bus/paratransit<sup>3</sup> is not in service, or does not serve the trip origin or destination requested, then the voucher program is available.

J. Hallam-Nelson agreed and noted this program is generally designed for later night hours, Sundays, and holidays.

J. Hallam-Nelson announced that the program has been featured in her newsletter and will be appearing in the December issue of ADD-Life (ADRC newsletter).

8. Round robin discussion about specialized transportation services in Brown County.

C. Giesen noted that the Green Bay Metro Bus Tracker app that has recently been made available is a very valuable tool.

C. Giesen stated that a number of ADRC clients have had difficulty scheduling rides with

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<sup>1</sup> MTM is the private transportation broker hired by the Wisconsin Department of Health Services to coordinate Non-Emergency Medical Transportation (NEMT) services for qualifying Medicaid and BadgerCare Plus clients.

<sup>2</sup> Discussion under this item is in regard to the transportation program offered by Curative Connections as of July 1, 2015. Prior to this date, the service was provided by the Lakeland Chapter of the American Red Cross. The program offers demand-response transportation services to seniors and qualifying individuals with disabilities with use of a small-medium bus, van, or sedan.

<sup>3</sup> Discussion is in regard to the paratransit program offered by Green Bay Metro to qualifying clients under contract with MV Transportation, a private transportation company.

Curative Connections due to a lack of vehicle availability and/or capacity.

C. Runge noted that he processes monthly reports for all of the 85.21 Program recipients and has noticed that the number of rides provided by Curative has increased significantly in 2018.

T. Whetung noted that have been receiving a record number of requests for rides. Through October of 2018, they have provided over 4,000 "rural" rides (prior to mid-2017 rural rides were not eligible). In addition, the number of other rides has increased as well. Curative Connections relies heavily on volunteer drivers. Curative also employees a few paid drivers. In order to meet the growing demand, additional drivers are needed. However, when Curative advertises/requests new volunteer drivers, staff sees an uptick in new clients/ride requests.

T. Whetung stated that the number of rides to and from the Howard/Suamico area has increased substantially. Currently Green Bay Metro does not operate fixed route bus/paratransit in the Villages of Howard or Suamico since the villages do not contribute financially to the system.

M. Derginer stated that the new Bus Tracker app has been useful to her students.

S. Birmingham stated that she is aware of clients being told by MV call-takers that they are full and cannot accommodate a trip.

L. Conard stated that MV cannot deny a trip. In the event that a specific pick-up time is full, MV must offer a time within one hour of the requested time.

E. Fels, Metro's paratransit coordinator, confirmed that denying trips is not allowed and will talk to MV about this.

J. Tetzlaff, CP Center, stated that the voucher program will be beneficial to her clients.

M. Borchardt suggested that the Mobility Coordinator make a presentation to the Brown County Board of Supervisors.

J. Hallam-Nelson indicated that she is available to make presentations regarding the voucher program and/or travel training.

9. Other matters.

The tentative TCC meeting schedule for 2019 is as follows:

Monday, March 11, 2019  
Monday, June 10, 2019  
Monday, September 9, 2019  
Monday, December 2, 2019

Green Bay Metro Transportation Center  
901 University Avenue  
Green Bay, Wisconsin  
10:15 a.m.

10. Adjourn.

The meeting was adjourned at 11:30 a.m.

**Attachment to the 12-3-2018 TCC minutes**  
**Outline for the ADA Transition Plan for the Green Bay Metropolitan Planning Area.**

**Background Components for the ADA Plan:**

- Introduction
- Purpose of the ADA Transition Plan
- Statutes pertaining to ADA compliance
  - i. Americans with Disabilities Act, Title II (1991)
  - ii. Rehabilitation Act, Section 504 (1973)
  - iii. 2010 amendment to the Americans with Disabilities Act
- Scope of Work
  - i. Show map of the 2045 Metropolitan Planning Area Boundary (MPA)
  - ii. Disabilities
    - Define what constitutes a disability using the Americans with Disabilities Act definition.
    - Map disability demographic data across the Metropolitan Planning Area by census tract.
      - Create maps showing the locations of disabled populations by census tract across the MPA.
  - iii. Outline the components of the ADA Transition Plan (these are highlighted in yellow in the sections below.)
- Background – highlight current programs and documents for addressing ADA compliance across the MPA.
  - i. Review any existing MPA-entity ADA Transition Plans.
  - ii. 2016 Coordinated Public Transit – Human Services Transportation Plan for Brown County, Wisconsin
  - iii. Recipient Coordination and Management Plan for the Green Bay Urbanized Area’s Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program (2016)
  - iv. A Model Ordinance for Pedestrian- and Bicycle-Friendly Site Design in the Green Bay Metropolitan Area (2012)
  - v. Safe Routes to School Plans; Howard/Suamico School District (2009), Allouez (2012)
  - vi. Green Bay Metro
    - ADA compliance for buses
    - Paratransit Services
  - vii. Curative Connections
  - viii. Specialized Transportation Services
    - Section 85.20 (state funds) along with Section 5310 funds fund the Mobility Manager Position. Section 85.21 funds the voucher program for the service.
  - ix. Bicycle and Pedestrian Plans (list the plans)
  - x. Community comprehensive plans (Transportation + Land Use Chapters), 2015 MPO Long Range Transportation Plan, 2004 Brown County comprehensive plan

- Design standards for full ADA Compliance.
  - i. 2010 design standards for curb ramps.
    - Identify good and bad examples of curb ramp alignment using existing curb ramps in the MPA.
  - ii. Sidewalk design standards for minimum ADA compliance.
  - iii. Outline additional mechanisms such as accessible pedestrian signals that enhance safety for individuals with disabilities.
  - iv. Document ADA compliance standards for transit and airport services.

**ADA Transition Plans should consist of the following components:**

1. A List of Physical Barriers in the Department's Facilities that Limit Accessibility of Individuals with Disabilities (the Self Evaluation),
  - ADA Curb Ramp compliance across the Metropolitan Planning Boundary (aerial photos and google maps, GIS, on-the-ground viewing).
  - Use GIS mapping to document State and local government offices and facilities in the MPA and the transportation facilities around them (sidewalk access, curb ramps)
  - Assessment of sidewalks across the Metropolitan Planning Area Boundary. (GIS)
    - Sidewalk coverage across the MPA
  - Identify locations throughout the MPA where sidewalks intersecting railroad tracks lack truncated domes on one or both sides of the tracks. (aerial photos, google maps)
  - Green Bay Metro
    - Document ADA compliance of Green Bay Metro buses (GB Metro)
    - Assess ADA compliance of Bus Stops (using the 2014 Bus Stop Study as a guide)
      - Identify additional barriers around bus stops (i.e. lack of sidewalks, ramps, etc.)
  - Access/barriers to using public transportation/specialized transportation services (TCC).
  - Identify physical barriers that limit accessibility for disabled individuals (i.e. utility poles, mailboxes, garbage/recycling bins, etc.) (TCC)
  - Document community input on physical barriers through maps, surveys, and interviews (TCC).
  - Work with officials from Austin Straubel International Airport to identify any accessibility issues pertaining to ADA compliance and document them.
  - Collect signal-timing for traffic signals, pedestrian push buttons, and accessible pedestrian signals across the MPA to ensure that individuals with disabilities have sufficient time to safely cross intersections (map this information in GIS.)
  - Outline how the site design and layout can create physical barriers and limit access for individuals with disabilities (using existing comprehensive plans in the MPA.)
2. A Detailed Description of the Methods to Remove these Barriers and Make the Facilities Accessible,

- Coordinate with communities in Brown County to address ADA non-compliant areas and create a timeline for achieving full compliance.
- Establish goals, objectives, and performance measures in the Long-Range Transportation Plan.
  - Create a performance measure to achieve full ADA compliance for curb ramps.
  - Tie in ADA compliance for sidewalks with pedestrian accessibility using existing performance measures in the Long-Range Transportation Plan.
- Section 5310 Specialized Transportation Assistance Program.
  - Provide funding to continue to provide service to individuals with disabilities (Section 85.21 funds?)
  - Identify additional potential funding sources to expand services.
- Document any existing exemptions from full ADA compliance.
- Continue/expand Safe Routes to Schools efforts across the Metropolitan Planning Area (TA Set-aside funds).
  - Work with school districts across the MPA.
  - Continue working with communities with the Safe Routes to School Program.
  - Prioritize improvements at bus stops that are not ADA accessible based on usage.
  - Examine ways to improve the cost-effectiveness of paratransit services in the Green Bay area. (Green Bay Metro Strategic Plan, 2019-2023 Transportation Development Plan)
- Identify outside funding sources such as grants that can be used to improve ADA infrastructure and transportation services for disabled individuals.

### 3. A Schedule for Taking the Necessary Steps,

- Work with officials from each community within the Metropolitan Planning Area to review ADA non-compliant areas, and create a timeline for achieving compliance.
- Work with communities to create a timeline for installing truncated domes at all locations where sidewalks intersect railroad tracks.
- Coordinate with Green Bay Metro to improve ADA accessibility at bus stops.

### 4. The Name of the Official Responsible for Implementation,

- Identify government entity or entities responsible for overseeing ADA compliance within each community in the Metropolitan Planning Area.

### 5. A Schedule for Providing Curb Ramps

- Meet with planners, public works, City Officials, and/or engineers from each community within the Metropolitan Planning Area to review ADA non-compliant

curb ramps, and create a timeline for achieving full ADA compliance at curb ramps.

- Maps can be created to provide the schedule for providing curb ramps at non-compliant areas.

6. A Record of the Opportunity Given to the Disability Community and Other Interested Parties to Participate in the Development of the Plan.

- Use the Transportation Coordinating Committee (TCC) to oversee the development of the plan; provide the Technical Advisory Committee (TAC) with an opportunity to review the plan and give a recommendation of approval; receive final approval by the Brown County Planning Commission (BCPC) before it is submitted to the Federal Highway Administration (FHWA).
- Record and document outreach events including the methodology used to solicit feedback from stakeholders. Methods can include:
  - Surveys
  - Mapping exercises
  - Interviews
- Meet quarterly with the TCC to collect information and input from stakeholders (TCC Members):
  - Identify areas for improvement for curb ramps and sidewalks.
  - Identify barriers that limit accessibility for individuals with disabilities.
  - Identify barriers to accessing key services such as schools, hospitals and other healthcare facilities, and government facilities.
- Document stakeholders involved in the planning process including government entities, non-profits, advocacy groups, and other interested stakeholders.